Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150066-9

# REPORTS INVENTORY

SRB 100F

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
100F
Personnel Actions (Listing of Actions Processed)

2. TYPE OF REPORT: ☐ STATISTICAL ☐ NARRATIVE ☑ MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ☑ PERSONNEL ☐ TRAINING ☐ ADMIN, GENERAL ☐ LOGISTICS ☐ SECURITY ☐ OTHER (specify) ☐ MEDICAL ☐ FINANCE

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Pay Period + Mo. Cutoff

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): C P O

8. ADP PROCESSING: ☑ YES ☐ NO — IF YES GIVE ADP PROCESSING NO.: P-01A

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report): OCS / Production

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): Form 1150 & Computer Processing

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | — |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 3.00 | | 36 | | 108.00 |

TOTAL COSTS PER YEAR: 108.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used by OP/CO/Status to verify that all Actions were Processed.

## 14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

☑ RETAIN AS IS ☐ CHANGE ☐ DISCONTINUE ☐ OTHER (explain)

| ESTIMATED SAVINGS | |
|---|---|
| MAN-HOURS | DOLLARS |
| — | — |

STAT

15. DATE OF INVENTORY: 10-15-70



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(22-36-43)

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